
Report to: Leeds City Region Enterprise Partnership Board (LEP Board)

Date: 9 June 2021

Subject: **Annual Accountability Reports**

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1. Purpose of this report

- 1.1 To provide the annual accountability reports about complaints and concerns raised about the Leeds City Region Local Enterprise Partnership (the LEP) and/or members of the LEP Board this year.
- 1.2 To provide a summary of applications for grants considered during the last financial year under arrangements to address conflicts of interest.

2. Information

Annual Reports

- 2.1 Concerns from a member of the public or a third party about the LEP may be reported through:
 - the procedure for considering complaints alleging a failure to comply with the LEP Board Members' Code of Conduct, and
 - the LEP's confidential complaints procedure.

Complaints about the LEP may also be channelled through the Combined Authority's complaints policy and concerns raised under the Combined Authority's Whistleblowing Policy. (The Whistleblowing Policy extends to concerns raised about the LEP and has been endorsed by the LEP Board).

- 2.2 The procedure for considering complaints alleging a failure to comply with the LEP Board Members' Code of Conduct requires the Monitoring Officer to report annually to the LEP and to the Governance and Audit Committee about any complaints received about any member of the LEP Board, and the outcome of any such complaint.
- 2.3 The Monitoring Officer can now report that no complaint has been received under this procedure in the financial year ending 31 March 21. Further, no

complaint has been received under the confidential complaints procedure, nor the Combined Authority's complaints procedure.

- 2.4 The Whistleblowing Policy requires the Combined Authority's Head of Internal Audit to provide an annual report of concerns raised under the Policy to the LEP and to the Combined Authority's Governance and Audit Committee. The Head of Internal Audit has confirmed that no concerns in relation to the LEP were received under this policy during the financial year 2020 – 21.

Grant applications

- 2.5 The LEP and Combined Authority's jointly adopted Conflicts of Interests Policy provides an overview of conduct-related provisions applying to Members and officers, with a particular focus on conflicts of interest arising in respect of applications for loans or grants to business, which is addressed by way of the Conflicts of Interest Protocol. The Protocol seeks to ensure that such applications are dealt with fairly and impartially, including where decisions are made by officers under delegated authority. (The specific declaration requirements in the Codes of Conduct adopted by the Combined Authority and the LEP reflect the statutory requirements relating to declarations at formal meetings, and do not extend to declarations outside of formal meeting of the LEP Board or Combined Authority meetings.)
- 2.6 For transparency and accountability purposes, Appendix 1 to this report sets out a summary of grant applications considered by officers under delegated authority in the financial year 2020 – 21, and their outcome. Declarations made by members at the LEP Board or Combined Authority meetings are publicly available on the LEP or Combined Authority's website as they are recorded in the minutes for each meeting.
- 2.7 This report will be shared with the Governance and Audit Committee at its next meeting.

3. Tackling the Climate Emergency Implications

- 3.1 None arising directly from this report.

4. Inclusive Growth Implications

- 4.1 None arising directly from this report.

5. Equality and Diversity Implications

- 5.1 None arising directly from this report.

6. Financial Implications

- 6.1 None arising directly from this report.

7. Legal Implications

7.1 None arising directly from this report.

8. Staffing Implications

8.1 None arising directly from this report.

9. External Consultees

9.1 None.

10. Recommendations

10.1 That the LEP Board note that no complaints or concerns have been raised this year about the LEP (nor about any member of the LEP Board under the LEP's complaints procedure, the Combined Authority's complaints policy or the Whistleblowing Policy).

10.2 That the LEP notes the summary set out in Appendix 1 to this report, relating to grant applications considered under the conflicts of interest arrangements in place during 2020 – 2021.

11. Background Documents

11.1 None.

12. Appendices

12.1 Appendix 1 – summary of grant applications considered under conflicts of interest arrangements during 2020 – 21.